

Rental Property Checklist

Please save this checklist locally before you begin

NAME:			
ADDRESS:			
PHONE:			
EMAIL:			

Information Required	Information Provided	Not Applicable
Rental Income and Expenses		
Annual statement of income and expenses from your real estate manager (if managed)		
Details of expenses not paid by real estate agent – including:		
• Advertising		
Bank Charges		
Body corporate/Strata fees		
Cleaning costs		
Council rates		
• Electricity		
• Gardening		
Insurance		
• Loan interest paid – please include loan statements		
• Land tax		
Pest control		
Repairs & Maintenance		
 Replacement/new asset purchases - description, date and cost of each item. 		





Active Accounting Group is a local association of independent accounting practices. The practices B Walker Accounting and D Woods Accounting are affiliated only and not in partnership.



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Information Required	Information Provided	Not Applicable				
New Purchase (if applicable)						
Purchase contract & Settlement Statement						
 Quantity Surveyor Report (if applicable) 						
 Initial loan documentation and loan statements 						
Sale of Property (if applicable)						
If you have sold a property that has been rented at any time the following documents will be required:						
Sale contract and Settlement Statement from sale						
 Purchase contract and Settlement Statement from initial purchase 						
• Other Legal costs for purchase and sale such as stamp duty and building inspections						
 Summary of any building improvements or additions since purchase 						
• Receipts for initial repairs made when property purchased						

Contact us

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